

United States Department of Agriculture



Natural Resources Conservation Service  
375 Jackson Street, Suite 600  
St. Paul, MN 55101-1854

*70 Years*  
*"A Partner in Conservation Since 1935"*

Phone: (651) 602-7900  
FAX: (651) 602-7914

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Transmitted via Email

May 19, 2005

MINNESOTA BULLETIN NO. 120-5-17

SUBJECT: ADS - OFFICE SIGNAGE

Purpose. To provide an annual reminder.

Expiration Date. September 30, 2006.

Departmental Regulation DR1600-1 requires all service centers to have their office hours posted. Signs are to be placed in windows, on doors, or any other conspicuous area that will be readily seen by the general public. Where co-location of agencies exists, a standard set of office hours should apply, if possible.

Departmental Regulation DR5160-3 also requires offices to have a "USDA building sign" and a roadside "site sign". Everyone should have these signs, however, if due to an office move or oversight you are missing signs, please submit a request for one through your area office.

Departmental Regulation DR4400-6 prohibits smoking in all USDA offices and vehicles. "No smoking signs" shall be placed on or near entrance doors and in motor vehicles. If signs are needed, please submit your request through your area office.

Contact Laurie Otte, Management Services Specialist if you have any question.

WILLIAM HUNT  
State Conservationist

DIST: AO